



FULBRIGHT FOREIGN STUDENT PROGRAM

Application Guide for French Candidates

Cycle 2019-2020

INSTRUCTIONS PROGRAMME ETUDIANTS – DEGREE-SEEKING STUDENTS (Master, PhD)

Contact information for French candidates:

Commission Fulbright franco-américaine
Mme Emily RESNIER eresnier@fulbright-france.org

Please read these instructions completely before starting your online application!

The application deadline for French students applying to enroll in a Master or PhD level program in the United States (Programme Etudiants) is: **December 1, 2018 at 23h59**

1- Verify the eligibility requirements

All applicants are required to read the [program description](#), [the FAQ](#), and the following guide for the “Programme Etudiants” before starting their application.

To apply for a Graduate Student Award you must:

- Be a French citizen. If you hold another citizenship you must [contact the Fulbright Commission in your citizenship country](#). If you hold **both** French and American citizenships you are not eligible to apply to the Fulbright grant. However, some of our partner foundations will accept your application.
- Have completed 3 years of higher education by the application deadline.
- Plan to complete a Master’s degree or a PhD in the United States.
- Candidates currently enrolled or residing in the United States are not eligible.

With just one dossier, French candidates can apply simultaneously to the Fulbright grant and our partner foundation grants. Please verify their individual eligibility requirements. You must indicate which partner grants you are applying for in the “Fiche de synthèse” (Country Specific Questions).

2- Print this application guide



Print this guide and refer to it step-by-step as you complete your online application.

3- Create your Embark account

Go to <https://iie.embark.com/apply/ffsp> and click on "Register." Record your password in a safe place.

4- Complete the application

You do not need to complete this application in one sitting. Until submission, you can log in and out of the application as frequently as you like with your user ID and password and edit your application. But remember that once you have submitted your application, you can NO longer make changes to it.

All forms and essays in this application are to be completed in English, **except the names of your diplomas and proper names** (universities, etc) and the **Fiche de Synthèse**. Please do not translate university names or diploma names.

PRELIMINARY QUESTIONS

It is crucial that the following questions are answered correctly:

- **Through which program country are you applying?** Make sure that you properly identified **France** as the country of competition (i.e. country of citizenship) to which you are applying.
- **To which program are you applying?** **Fulbright Foreign Student Program**
- **Have you checked with your Fulbright Program Office?:** Select « **yes** » and begin your online application. You do not need to contact the French Fulbright Commission. We do however ask that candidates carefully review the eligibility criteria for the program to which they are applying before starting.
- **For which academic level are you applying?:** **Graduate study**.
The Commission **does not** offer grants for undergraduate level studies (premier cycle universitaire).

Program/Course selection

Your application will be sent for review and selection to the country that you indicate below.

Through which program country are you applying? * **France**

To which program are you applying? * Fulbright Foreign Student Program

Many Fulbright Program Offices require applicants to check with them before beginning this online application. Please click [here](#) for a listing of Fulbright Program Offices and their contact information.

Have you checked with your Fulbright Program Office? * Yes No

For which academic level are you applying? * **Graduate Study**

SAVE AND NEXT

GDPR

Please select YES so that we can process your application.

INSTRUCTIONS

Please use the following instructions written by the Commission Fulbright franco-américaine specifically for **French** candidates as you complete your application. The application platform is the same for all countries and must be adapted for each program.

GENERAL INFORMATION



Name: It is important that you list your name as it appears at the bottom of your passport within the bar code.

Please use upper and lower case when entering your name (eg. Jean Dupuis).

Do not use accents or diacritical markings as this can sometimes create computer-related problems.

Current, Permanent address: If possible indicate your permanent address (i.e. parental home) in both items to avoid changes in at the end of the academic year.

Most communication will be done by email so please indicate an email address that will not change.

Study Plans:

Warning: if you select the incorrect cycle your application will not be taken into account!

- **Application Cycle:** Please select **2019-2020**
- **Degree Objective:** Select one degree from the drop-down menu of choices. If you are applying to the Programme Etudiant you will select either Master or Doctorate:
 - **"Master":** any candidate who will attend classes to obtain a Master's level diploma (MBA, MS, MFA, MA, LLM, etc.).
 - **"Doctorate":** any candidate who is applying to enroll in a doctoral (PhD) program in the United States.

Study Plans

Which application cycle are you applying to? *

2019-2020 ✓

Degree Objective *

What is your proposed major field of study? *

What is your specialization/subfield of study? *

Please complete previous fields before selection.

Briefly describe the specific area of the

EDUCATION

Institutions Attended: Please list all post-secondary (post-bac) institutions attended in reverse order (**putting the most recently attended first**).

Do not translate their names. List all post-secondary institutions attended even those from which you did not earn a degree.

EXPERIENCE, LANGUAGE SKILLS AND TEST SCORES

Examination Results: If you have already taken the TOEFL, IELTS, GRE or GMAT, please indicate the date of the examination and your results. You will need to upload your score reports in the section "TRANSCRIPTS AND ADDITIONAL DOCUMENTS".

If you have already taken the test but have not yet received your results, please indicate the date you took the exam and then forward us your results as soon as they are available.

If you will be taking one of these tests in the near future, please put the date you plan to do so and then forward us your results as soon as they are available.

PERSONAL INFORMATION

National Identification Number: You do not need to enter anything here.

University that you plan to attend and to which you have been admitted: If you already know which university you will attend, please put the name here and upload a copy of your admission letter in the "Additional Documents" section. **It is crucial that you justify your choice of university in your study/research objectives!**

If you are in the process of locating a US placement: If you do not yet know where you will be enrolled, please list ALL American universities to which you have applied or intend to apply. **It is crucial that you justify your university choices in your study/research objectives!**

References

The Family Educational Rights and Privacy Act of 1974: You may select either option. Note that reference letters submitted by your recommenders shall remain confidential and cannot be consulted by candidates or grantees.

Please list the contact information for the 3 recommenders who will submit letters of support on your behalf.

Authorization of Release of Information: Please select yes so that we can receive and review the score reports that you request be sent to us by any testing agencies (TOEFL, etc).

This section applies mainly to candidates who are placed in their universities by the Fulbright program, and does not apply to French candidates. Please note that the Commission Fulbright franco-américaine (Fulbright Student Program in France):

1. Will NOT request your test scores from any testing agency.
2. Will NOT send standardized test score reports to U.S. institutions on your behalf;
3. Will NOT apply on your behalf to U.S. institutions;
4. Will NOT request and receive information on the status of your application, including financial aid, from U.S. institutions; and,
5. Will NOT accept and decline offers of admission and financial aid on your behalf.

PERSONAL FINANCIAL INFORMATION

Personal Financial Information: Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you will need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application.

ESSAYS AND RESUME/CURRICULUM VITAE

Study/Research Objective: (Suggested length: 2-3 pages) The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the studies and program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. You must mention the universities and programs you are applying to and explain your choice(s). For Ph.D. students, please be very specific and detailed in your research plan.

You MUST specify the universities you plan to apply to (or have been accepted to) even if the online application says the opposite (see [FAQ](#)).

Personal Statement: (Suggested length: 2-3 pages) The personal statement is a narrative statement in which you can include information about your background, education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. It is recommended to cover **why** you are applying (your ambitions and what interests you about the subject) and **what** makes you suitable (your relevant experience, training, and skills).

Resume/Curriculum Vitae: Please upload a document containing two versions of your CV - one in French AND one in English.

TRANSCRIPTS AND ADDITIONAL DOCUMENTS

Transcripts: Please scan copies of your transcripts and diplomas and upload them here as a single document. If you need to compress the file, please make sure your documents are legible!

- Only higher education transcripts are required (post-Bac).
- Transcripts and diplomas in French or English **do not need to be translated.**

Country Specific Questions: (Fiche de synthèse) Please follow the link to download the "Country Specific Questions" for [France](#). **Then upload your completed fiche de synthèse here.**

- IMPORTANT: You must indicate which of our **partner grants** you are applying for on this form, after confirming your eligibility for each one.
- Note that you are automatically a candidate for the Fulbright grant. You can opt out by checking the box on the Fiche de synthèse: "Vous êtes automatiquement considéré comme candidat à la bourse Fulbright. Si vous ne souhaitez pas postuler à cette bourse merci de cocher cette case."

Check this box only if you do **not** want to be considered for a Fulbright grant and wish only to apply for scholarships from our partners.

Writing Sample: (optional) If you wish you may add a paper or article you have written in English or in French. **15 pages maximum!** Please respect this limit and **do not** submit articles longer than 15 pages.

Test Scores: The Commission requires English Language Proficiency test results with your application, preferably the TOEFL. Please upload a score report here.

- If you will receive the score report **after December 1**, please forward it as soon as possible to the Commission to complete your application. If necessary, the institutional code of the French Fulbright Commission is **9496**.

Please note that you may be required to take one or more of the following standardized tests to gain admission to a U.S. university if you apply to a degree program: TOEFL, IELTS, GRE, GMAT <http://fulbright-france.org/fr/etudier-usa/etudes-usa/tests-admission>

Additional Documents: Please upload the following documents using this space

- Admission Letters:** If you have already received an admission letter, please upload it here.
- Signature form:** (see “Supplemental Forms”) Please upload your completed signature form here.
- Portfolio for Musicians, Singers, Dancers, Artists, Architects:** If you are a musician, singer, dancer, artist, architect, or in any other relevant field we ask that you include a portfolio with your application to share with the selection committee. Portfolios should be uploaded here, directly to Embark. If the file is too large you can upload a document containing a direct link to your online portfolio (website, Youtube videos, etc).
- Leonora Lindsley Grant Documents:** If you are applying for the [Leonora Lindsley grant](#), please upload your ancestor’s Carte de résistant or other proof of their status a member of the resistance, as well as the necessary birth certificates and/or livrets de famille demonstrating your familial relationship.

SUPPLEMENTAL FORMS

The **only** document you need to submit is the **Signature Form**. Please complete and sign this form and then upload it to your online application under “Additional Documents.”

You may disregard the other documents.

REGISTER RECOMMENDERS

Letters of reference are extremely important and may be submitted in either **French or English**.

Please register exactly **three (3)** recommenders and invite them to submit a confidential reference letter online on your behalf. Enter their contact details here, then click on “Invite Recommenders.” Registered recommenders will receive an automated e-mail from Embark containing a personalized link allowing them to sign-in and upload their letter.

All three reference letters **must be submitted online before December 2**. It is your responsibility to ensure that your recommenders submit their letters before the deadline! Reference letters submitted after the deadline will not be taken into account.

Letters of reference can be written by teachers/professors under whom you have studied or pursued research, or by someone who has supervised you in work related to your proposed field of study. If possible, at least one academic and one professional letter (work or internship) should be included among the letters.

Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends.

Please note:

- If one of your recommenders did not receive their personalized e-mail invitation, you can use the “Resend” button to send it again. They should also check in their spam folder.

- Recommenders can still add letters after the candidate has completed and submitted his/her application, but once the applications have been downloaded by the Fulbright Commission after the competition deadline, documents can no longer be added.
- Candidates are not able to read the letters, but they can see who has submitted one.

For any technical issues with the recommendation platform, please submit a request with Embark Technical Support: <https://embarksupport.zendesk.com/hc/en-us/requests/new> or support@embark.com

REVIEW

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct it. Please note that the automatic inspector will not check if you have included the necessary country specific and additional documents. Do not forget to include the **Fiche de synthèse** in your application so that we know which partner grants you are applying for!

IMPORTANT: In order for the French Fulbright Commission to receive your application:

- the country of competition selected in the in the “Preliminary questions” must be **France**
- the application cycle selected under “Study Plans” must be **2019-2020**

If you answered a question incorrectly, please correct your answer(s) prior to submitting your application.

After submitting your application electronically, you will not be able to make any changes. However, you will be able to view it in PDF format and print a complete PDF version.

SUBMIT YOUR APPLICATION ONLINE

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in France.

Your application must be submitted online by December 1 at 23h59

Late applications will not be accepted.

CONFIRMATION

Once you have submitted your application online you will receive an automated email from Embark stating that “You will also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received.” You will receive this email after we have downloaded and processed all applications, around 2 weeks after the application deadline. This email will confirm we have received you application, but will not guarantee that your application is complete nor that your project is eligible.

DOTATION ARTHUR SACHS (HARVARD)

Les candidats à la bourse Dotation Arthur Sachs (Harvard) doivent fournir un autoportrait **manuscrit en français** d'une feuille recto-verso (il s'agit d'une création libre, il n'y a pas d'autres instructions) en envoyant l'original par la Poste, ou directement dans la boîte aux lettres, à :

**Commission Fulbright franco-américaine
Dotation Arthur Sachs
9 rue Chardin
75016 Paris, France**

Merci de nous en envoyer également un scan à eresnier@fulbright-france.org

Cet élément ne doit pas être intégré au dossier en ligne.

INTERVIEWS AND NOTIFICATION OF RESULTS

Please note that the calendar varies slightly from year to year.

FULBRIGHT: Candidates will be notified of the results of the preselection and final selection by **e-mail**.

Applications are first evaluated by experts in the appropriate field then reviewed in a preselection committee. The Commission will notify **all** candidates of the results of this first round of selection by email, generally sometime in late January.

Candidates selected for an interview at the Commission headquarters in Paris will receive a convocation notice by email. Interviews for the *Programme Etudiants* typically take place in February. Candidates are matched with a jury panel comprised mainly of Fulbright alumni according to their field of study. As each jury is present **for one day only**, the date of the interview **cannot be changed** under any circumstances. We can however accept interviews via Skype if a candidate is not able to come in person.

Following the interviews, both successful and unsuccessful candidates are notified by email typically sometime in March or April.

PARTNER FOUNDATIONS: We will process your application and transfer it to our partner foundations if you are eligible. They will contact you directly if you are selected for an interview. Interviews for partner foundations generally take place between January and June.

For more information on completing the application and the interview process, please consult our FAQ page :
<https://fulbright-france.org/fr/vos-questions-programme-etudiant>

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for nine to twelve months beginning in August or September. The grant is not renewable.

2. **Duration of Degrees:** The length of your degree program may exceed the length of your Fulbright grant. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements. For the Doctoral degree, at least two to three academic years are required beyond the master's degree. However, many doctoral students find four or five years necessary, and in some cases even longer.

3. **Change of Plans:** You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.

Thank you for applying to the Fulbright Foreign Student Program!

Commission Fulbright franco-américaine
9 rue Chardin 75016 Paris
www.fulbright-france.org